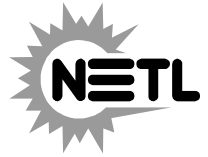




U.S. Department of Energy

National Energy Technology Laboratory



February 9, 2004

EXECUTIVE SUMMARY LETTER - RFP

Request For Proposal (RFP) No. DE-RP26-04NT41819 for Support Administrative Services (SAS)

Prospective Offerors:

The purpose of this Executive Summary Letter is to highlight salient elements of the RFP. This letter is not an integral part of the RFP which is a self-contained document. In the event of any conflict between the contents of this Executive Summary Letter and that of the RFP, the RFP language will prevail.

The National Energy Technology Laboratory (NETL) has identified a need to procure administrative services for its Morgantown, WV and Pittsburgh, PA offices. The contractor shall provide all supervision, personnel, tools, equipment, and services (excluding those items identified under the government-furnished section of the solicitation document) to perform the contract requirements.

This competitive solicitation is set aside for 8(a) eligible business concerns under Section 8(a) of the Small Business Act (15 U.S.C. 637(a)). The North American Industrial Classified System (NAICS) code for this effort is 561110 with a size standard of \$6.0 million. The Government requirements are detailed in the Statement of Work contained in Section J, Attachment A.

Offerors are advised to pay particular attention to Part III, Section L, Item L.13 entitled IIPS Proposal Preparation Instructions – General. The formal solicitation document will be disseminated and proposals received electronically through the Industry Interactive Procurement System (IIPS) located at the following URL: <http://e-center.doe.gov>. IIPS provides the medium for disseminating solicitations, receiving proposals, and evaluating proposals in a paperless environment. Completed proposals are required to be submitted via IIPS. Individuals who have the authority to enter their company into a legally binding contract and intend to submit proposals via the IIPS system must register and receive confirmation that they registered prior to being able to submit an application on the IIPS System. An IIPS “User Guide for Contractors” can be obtained by going to the IIPS Homepage at <http://e-center.doe.gov> and then clicking on the “Help” button. Questions regarding the operation of IIPS may be e-mailed to the IIPS Help Desk at IIPS_HelpDesk@e-center.doe.gov or call the Help Desk at (800) 683-0751.

Each offer will be objectively reviewed on its own merit against the evaluation criteria stated in the RFP using technical and/or peer reviewers, some of whom may be non-Governmental personnel. Should an offeror object to review of their proposals by individuals other than Government employees it shall so state in Volume I of its proposal. Offerors are, however, cautioned that the DOE may be unable to give full consideration to proposals which indicate that only Government evaluation is authorized.

Individuals, corporations, nonprofit organizations, small and small disadvantaged businesses, or other entities who wish to have a proposal evaluated should respond to the requirements of this RFP. Federal agencies and agents (i.e., Management and Operating (M&O) contractors and/or National Laboratories) are prohibited from submitting proposals under this solicitation.

The DOE anticipates one (1) IDIQ task Order award; but the DOE reserves the right to award the contract type and number deemed in its best interest.

The period of performance for this effort is thirty six (36) months. This period will be extended by up to two (2) additional periods, each period is for twelve (12) months, if options one and two are exercised by the government. The estimated cost range for this contract is \$6.0 million per year.

Proposals must be submitted in accordance with the requirements of the RFP (See Section L). Offerors are also advised to give particular attention to the evaluation criteria identified in Part V, Section M. The proposals must be received through IIPS not later than 8:00p.m. local prevailing time on March 25, 2004.

Proposals must authorize a period for acceptance by the Government of not less than one hundred eighty (180) calendar days from the date specified for receipt of proposals. Further, you are cautioned that late proposals, modifications, and withdrawals will be treated in accordance with the article in Section L entitled "Instructions to Offerors - Competitive Acquisition."

All requests for explanation or interpretation of any part of the solicitation must be submitted through the "Submit Question" feature in IIPS. Once a question is submitted, it cannot be edited. Questions submitted as well as the government's response to these questions may be viewed by using the "View Questions" feature in IIPS. The Government reserves the right not to respond to questions submitted by telephone, E-mail or in person at any time.

The only method by which any term of this solicitation may be amended is by an express, formal amendment generated by the issuing office and disseminated through IIPS. No other communication, whether written or oral will amend or supersede the terms of this solicitation.

Offerors are encouraged to periodically check IIPS to ascertain the status of any amendments and review the answers to questions as hard copies will not be distributed.

For your information, it is recommended that all prospective offerors download a copy of the DOE "Lobbying Brochure" ([http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/LOBBYING2/\\$File/LOBBYING2.doc](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/LOBBYING2/$File/LOBBYING2.doc)) which provides a summary of the statutory and regulatory restrictions regarding lobbying activities for Federal contractors and recipients.

Please note that an automated document writing system has been used to prepare this document. Each provision in the data base has been assigned a number. Not all of the provisions in the data base have been used in this document; therefore, the numbering may not be continuous.

Sincerely,

Original Signed by James C. Knudsen

Contracting Officer
Acquisition and Assistance Division

Enclosure